Leading Remote Teams Effectively

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Where to go in this fast-moving situation?

**LEADING TEAMS**

_**Coronavirus Could Force Teams to Work Remotely**_

by Heidi K. Gardner and Ivan Matviak

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**OUR AGENDA**

- What’s different about **now**?
- Smart Collaboration – more important than ever
- Assess yourself
- Leadership imperatives for remote working (note: “small-I” leadership)
  1. Direct and equip the team
  2. Foster community
  3. Familiarize workspaces
Smart Collaboration

Narrow, increasingly deep specialized expertise

Volatile, Uncertain, Complex, Ambiguous

Experts who integrate their specialized knowledge to tackle more complex problems than any of them could do alone.
The Virtual Smart Collaboration Accelerator

Two (of Seven) Key Dimensions for Leading Virtual Teams

The level of inherent and contextual trust in others
Frequency and nature of communication with others

Now Assess Yourself

For more information on the accelerator visit - WWW.SmartCollaborationAccelerator.com
Leadership Imperative 1: Direct and equip the team
Direct and equip the team
Virtual collaboration tendencies

Wary
Level of inherent and contextual trust in others

Trusting

WWW.SmartCollaborationAccelerator.com
Clarify goals and (evolving) priorities

What is our team goal?
(Re)launch the team to align goals and talent

Getting the right mix of members on the team is only half the battle – need to use them effectively

Effective team launches can improve team performance by up to 30%
Each team member considers their potential contribution before the meeting.

**Knowledge & experience you can use on this project**
- Prior experience?
- Similar issues?
- Same client / supplier / vendor?
- Competitive dynamics?
- Culture, politics, and decision-making styles?
- Processes, systems, and technology?

**Kickoff Meeting**

Collectively revisit the potential contributions at regular intervals to improve knowledge use & team dynamics.

**Check-Ins**

Have you contributed as much as you expected?
- Which kinds of knowledge have you brought to bear and how have they influenced the project?
- Which knowledge has been underused?
- Have the project’s needs changed? Why is your prior knowledge no longer as relevant as expected?
Map skills and capacity

“4 Ms” to reduce burnout and handle shocks:
- Measure number of projects per team member
- Map available skills & back-up
- Manage crunch times, negotiate resources
- Motivate even the “Ten Percenters”
Clarify goals and roles

- Clarify goals and (evolving) priorities—index card exercise
- (Re)launch the team to align goals and talent
- Map skills and capacity—the 4 Ms
Leadership Imperative 2: Foster community
Foster community
Virtual collaboration tendencies

Close

Frequency and nature of communication with others

Distant
Foster community

- Keep everyone in mind
Foster community

- Keep everyone in mind
- Schedule regular meetings
- Create the virtual water cooler
- Humanize communication
Leadership Imperative 3: Familiarize workspaces
Familiarize workspaces
Virtual collaboration tendencies

Wary  Level of inherent and contextual trust in others  Trusting

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Familiarize workspaces

- Take a virtual tour
- Acknowledge non-traditional workspaces
- Keep your assumptions and stereotypes in check
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